

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR TECHNICAL PROPOSALS

**ADMINISTRATION, INSPECTION, SAMPLING, AND
TESTING SERVICES SUPPORT**

For

**IM-84-3(081)216
I-84, DECLO IC TO SALT LAKE IC
(ALTERNATE 2)
KEY NO. 09528**

**IM-84-3(80)208
I-84, BURLEY TO DECLO
KEY NO. 09219**

REQUEST FOR PROPOSAL

Table of Contents

- General Information
- Technical Proposal Preparation Instructions
- Technical Proposal Evaluation Criteria
- Scope of Work

The following items are not included in this package, but can be located at the following web sites:

General Information and Requirements

http://www.itd.idaho.gov/design/cau/general_info.htm

Sample Agreement and Consultant Agreement Specifications (CE&I)

<http://www.itd.idaho.gov/design/cau/forms.htm>

Federal Per Diem Policy

<http://www.itd.idaho.gov/design/cau/policies/PerDiem10.htm>

ITD Quality Assurance Manual

<http://www.itd.idaho.gov/manuals/ManualsOnline.htm>

The following items are not included in this package, but can be located at the Resident Engineer's office:

Wincaps 2002 – Contract payment software

MAP – Materials Acceptance Program

EPA NPDES Construction General Permit

EPA Consent Decree

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a Technical Proposal to provide Administration, Inspection, Sampling, and Testing Services for two District Four projects. These projects are adjacent in location, and construction will be in the same time frame. The consultant selected under this solicitation will be hired for both projects with a separate agreement for each project.

GENERAL TERMS

This Request for Technical Proposal (RFP) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

REVISIONS TO RFP

All addenda to this solicitation will be posted on the ITD Consultant Administration Unit Web Page. No notice will be sent by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this RFP does not constitute any assurance that ITD will enter into a contract. ITD expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure.
- Reject any and all proposals.
- Reissue the Request for Technical Proposals.
- Invite additional respondents to the proposal.
- Request additional information and data from any or all respondents.
- Extend the date for submission of responses.
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP.
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any respondent on the basis of any real or apparent conflict of interest.

By responding to this RFP, each respondent agrees that any finding by ITD of any fact in dispute as to this RFP or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, applicant, subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

The selected consultant and their subconsultants will be required to submit certified hourly labor rates and the previous year's financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the ITD *Overhead Guidelines for Consultants*. To obtain a copy of the *Overhead Guidelines for Consultants*, please download it from the following website, <http://www.itd.idaho.gov/design/cau/policies/overhead.htm>.) ITD will follow a Qualifications-Based Selection (QBS) process. No financial information is to be provided with the proposal.

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with provisions in this RFP and to provide the requested information. If the Consultant fails to provide any information requested in this RFP, a lower evaluation score or disqualification from consideration may result.

CONTACT INFORMATION

All questions concerning the procedures of this solicitation shall be directed to Holly McClure at (208) 334-8486, or faxed to (208) 332-2044.

All project specific questions shall be directed to Kimbol Allen, 208-544-7901. Copies of the bid proposal, plans, SWPPP, ECSP, Consent Decree, EPA NPDES Construction General Permit and other contract documents are available from the Twin Falls Residence office at 208-544-7900.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected.

Five complete copies of the proposal must be received by 4:00 p.m. MST on January 21, 2010. ITD will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to: Leo Hickman
Consultant Agreement Unit Manager
Idaho Transportation Department
P.O. Box 7129 3311 W. State Street
Boise, ID 83707 1129 Boise, ID 83703-5881

Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.

The proposals will be rated and ranked using accepted qualification based selection procedures. Consultants will be selected based on ranking. If your firm is selected for a project, an updated scope of work and hour estimate will be requested and negotiations will begin. If negotiations break down with the selected Consultant, it will be formally ended and negotiations will begin with the next ranked Consultant.

A general scope of work is being requested as part of the proposal. A detailed scope of work, blank man-day estimate, and staff timeline will be requested when a project is ready to go to construction. The blank man-day estimate will be used by ITD for producing an independent man-day estimate off the selected proposal.

FORMAT

- The maximum length of the submittal shall be fifteen (15) pages, including the Scope of Work and Staffing qualifications and certifications.
- The introductory letter, organization chart, and resumes shall count in the page total.
- A cover page is acceptable, and does not count in the page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Leo Hickman
Consultant Agreement Unit Manager
Idaho Transportation Department
PO Box 7129
Boise, Idaho 83707 - 1129

The introductory letter should introduce the Consultant's proposal, identify the Project Manager, list a contact telephone number, and include a statement confirming the commitment of the Project Manager and key personnel identified in the submittal to meet the ITD's quality and schedule expectations. Each sub-consultant, their work tasks, and a contact name and telephone number shall also be listed. The Consultant shall include their acceptance of the terms and provisions of the Sample Agreement and indicate willingness to execute said agreement.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have at least equal qualifications, experience, certification, and expertise as those listed in the proposal.

EVALUATION CRITERIA

The following criteria apply to both the Consultant and each subconsultant. When specific responses are requested concerning experience, certification, references, equipment, personnel, and quality control, provide responses for both the Consultant and each subconsultant.

CRITERIA 1 - SCOPE OF WORK

Provide a Scope of Work from which a professional agreement may be negotiated. Include a full description of what would be required to accomplish the project as outlined in the general scope of work. List all items the Consultant expects ITD to provide under each work item. For each work item list the lead Consultant or Subconsultant. Be specific as to the level of effort and qualifications anticipated for each work item.

CRITERIA 2 - COMPANY EXPERIENCE AND QUALIFICATIONS

Provide detailed information of similar work performed in the last five years. Show how you have successfully and reliably accomplished project tasks. Include specific information on the dates and type of services provided. Describe how the company is structured and set up to handle this type of project. List three verifiable professional services references with a contact person and phone number.

CRITERIA 3 - STAFFING: Project Manager and Key Personnel Qualifications, Certifications, and, Availability (Complete for Consultant and each Subconsultant)

Identify the Project Manager who will be responsible for the execution of work and ensuring that adequate personnel and other resources are made available for these projects, and who is responsible for the quality and timeliness of the consultant's performance. Include a brief resume indicating experience, certifications, and qualifications as it specifically pertains to this project. List the percentage of his/her time available during the duration of each project to fulfill this role.

Document the qualifications and certifications for all staff members in your proposal, including current and pending certifications for personnel that will be required at the time of the anticipated construction schedule. State the title or position and the certifications and roles of the person performing those duties. List personnel available to perform the work and describe quantitatively how this project would impact the current and anticipated total work load of the company proposed to perform this work. Identify the key personnel available for this project and each person's project roles and duties. Discuss how hiring any necessary additional personnel would be accomplished. Include brief resumes indicating experience, certifications, and qualifications as it specifically pertains to the project.

CRITERIA 4 - QUALITY CONTROL

(Complete for Consultant and each Subconsultant)

Describe the Consultant's procedures or programs for assuring a quality project as it relates to both inspection of the work, sampling, and testing of the materials used in this project. Describe methods used to monitor the contractors Quality Control and Quality Assurance methods, verification testing, and coordinating the Independent Assurance Inspections and testing. Describe your methods of creating and maintaining the Materials Summary Report and compliance with ITD requirements. ITD's Quality Assurance Manual and the most current Quality Assurance Special Provisions provide the basis for QA/QC requirements. Describe methods used to monitor the contractors for compliance with storm water management and pollution prevention as required by the Consent Decree that ITD has entered into with the United States Environmental Protection Agency.

DBE PARTICIPATION REQUIREMENTS:

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. For further information regarding DBE participation requirements, call the ITD EEO Office at (208) 334-4442. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbeforforms.htm>

TECHNICAL PROPOSAL EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
	PROPOSAL FORMAT <i>Appearance, Follow Instructions, Number of Pages, Professional</i>		x 1.0	
CRITERIA 1.	SCOPE OF WORK		x 3.0	
CRITERIA 2.	COMPANY EXPERIENCE AND QUALIFICATIONS		x 4.0	
CRITERIA 3.	STAFFING		x 4.0	
CRITERIA 4.	QUALITY CONTROL		x 3.0	

TOTAL SCORE

RATING POINTS:

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Satisfactory
- 2.0 – Marginal
- 0.0 - Unsatisfactory

SCOPE OF WORK

GENERAL

This scope of services is to provide Construction Administration, Materials Inspection, Sampling and Testing Services, and Project Office Documentation using WinCaps for payment and MAP for project closeout under the general direction of the District Four Twin Falls Resident Engineer's Office.

ITD will provide the Resident Engineer.

The Consultant shall provide services relating to office support (experience with ITD projects preferred), office and field documentation, Verification Sampling & Testing of materials and provide inspection staff. The Consultant shall provide oversight and coordinate the activities of the consultant staff which will include Sampler/Testers with the necessary Western Alliance for Quality Transportation Construction (WAQTC) qualifications and skills to perform all associated tests for Aggregate, Embankment & Base/In-Place Density, Asphalt and Concrete. Inspectors shall be IQP (ITD) Certified Inspectors with sufficient skills and experience to assist in administration of this construction project, from project start-up, throughout the duration of the construction activities and through project closeout. Declo to SLIC (Key #09528) is a 115-working day project. It is a concrete inlay project under contract with Ralph Wadsworth. Burley to Declo (Key #09219) is a 124-working day project. It is a CRABS/Superpave project under contract with Knife River. The project will be administered to ensure compliance with the following contract documents: Special Provisions, Project Drawings and Plans; 2004 Idaho Standard Specifications for Highway Construction; January 2009 Supplemental Specifications; July 2006 (or current) QC/QA Special Provisions (QASP); SP-SA Special Provisions - Federal Aid; the project SWPPP and the EPA Consent Decree.

The Consultant shall provide the qualified personnel as necessary to effectively carry out its responsibilities under this agreement.

TASKS

The work tasks required by this project are as follows:

Task 1 - Construction Administration

This task consists of all necessary efforts to administer the above referenced construction contract under the direction of the Idaho Transportation Department (ITD). The Consultant will be responsible to ensure the project is completed and accepted by the ITD and the Federal Highway Administration (FHWA). This will require interpretation of the plans, coordination of changes to the project, assistance in processing change orders, resolving disputes, claims analysis, progress Contractor payments, complete the materials summary, and all other engineering tasks normally handled by a Project Engineer/Manager. In addition, the Consultant shall provide photographic equipment, safety equipment as well as any other necessary items to perform the work. Quality and quantity of these items shall meet with ITD

approval. Consultant to provide all necessary personnel safety equipment in accordance with OSHA, MSHA, Department of Labor, FHWA, the MUTCD, and ITD standards and conduct safety reviews/inspections as necessary to ensure a safe work environment. Vehicles (equipped with at least one amber rotating/strobe warning beacon) shall be provided by the Consultant. Two-wheel drive full and/or compact vehicles will be authorized; sport utility vehicles will not be authorized.

ITD will not pay relocation costs for any personnel the Consultant or Subconsultants use for this project. Per Diem may be allowed and will be determined on a case by case basis.

The Consultant shall:

1. Under the direction of ITD, act as the Resident Engineer's authorized representative as defined in the Contract Documents. The extent and limitation of the duties, responsibilities and authority of the Engineer as assigned in said Contract Documents shall not be modified, except as the Engineer may otherwise agree in writing. Serve as ITD's liaison with the Contractor, working principally through the Contractor's superintendent and assist in understanding the intent of the Contract Documents.
2. Provide general contract administration on the construction contract in accordance with the ITD Contract Administration Manual, and assist the Project Manager in monitoring Contractor's compliance with contract requirements. Notify Resident Engineer and the Contractor when Contractor is found in non-compliance.
3. Analyze the plans, specifications, special provisions, and other contract documents, and recommend to the ITD any necessary or desirable changes to accomplish the project in accordance with the plans and specifications. Develop draft contract documents as needed to accomplish these changes.
4. Attend and facilitate partnering meetings, job conferences, weekly coordination meetings, pre-operational meetings, public information meetings, and other project related meetings. Take and maintain notes of all meetings and conferences and then distribute copies to participants within one week.
5. Document any project delay or potential delay caused by conflicts or utilities.
6. Analyze the Contractor's work schedule (Critical Path Diagram, CPM) when submitted and make recommendations to the ITD regarding any changes, or needed changes, to the schedule. Monitor the Contractor's adherence to the work schedule during construction.

7. Maintain a complete set of project records, including daily diaries, quantities for pay items, progress estimates in WinCaps, material deliveries and correspondence. Contractor pay estimates shall be submitted to the Resident Engineers for review and payment.
8. Maintain a daily record of each pay item for the progress estimate. Quantities will be based on daily records and calculations. All such records will be retained.
9. Prepare pay items and post to WinCaps ledgers in accordance with established procedures and submit to the ITD with recommendation for payment. The recommendation will be based on such observations and review that, to the best of the consultants' knowledge, information and belief, the contractor's work has progressed to the point indicated, the quality of such work is generally in accordance with the Contract Documents, and the conditions precedent to the Contractor's being entitled to such payment appear to have been fulfilled.
10. Track and maintain a log on all shop drawing and/or sample submittal and encourage all reviewers to complete their review in a timely manner. Deficiencies will be immediately reported to the ITD.
11. Identify and monitor all project permit requirements and notify the Contractor and the ITD immediately when violations or potential violations occur.
12. Upon notice by the Contractor of pending claims for extra work or work beyond the original scope, maintain accurate records showing actual cost of such work.
13. Analyze and make recommendations to the ITD on all requests received from the Contractor for time extensions, contract changes, and extra work.
14. Coordinate all contract changes with the Contractor, ITD, and others as required. Negotiate and draft all Change Orders for review and approval by the RE.
15. Monitor and reinforce each Contractor's compliance with contract provisions in regard to payment of predetermined wage rates in accordance with ITD procedures. This includes verifying Contractor and Subcontractor's payrolls for format classification, pay scale, timely submissions, and concurrence with field reviews. Maintain filing system for payrolls and labor interviews and notify the contractors on incorrect classification, pay scales, etc.
16. Monitor and reinforce each Contractor's compliance with contract provisions in regard to Equal Employment Opportunity and Affirmative Action and check job site at least once to verify bulletin board and posters adhere to the contract. Coordinate corrective actions with the ITD.

17. Maintain on-the-job training records. Verify Contractor is providing necessary training with correct number of trainees listed for the project. Make personal contacts with trainees on the job site at least once a month.
18. Monitor and reinforce each Contractor's compliance with contract provisions in regard to environmental provisions and permits.
19. Assist ITD in preparing for any litigation or other action that may arise. Prepare claim package in accordance with Memo No. 28 of the Contract Administration Manual on all claims of ITD and Contractor relating to the acceptability of the Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Contractor's work.

Task 2 - Public Relations

This task involves implementing a media outreach plan essential to the success of the project. The outreach plan will be to inform the public of the scheduled construction project activities through various media outlets illustrating the work zone and impacted time frames for the project. The Consultant will:

1. Coordinate with ITD District Four Public Information Specialist for all news releases to be distributed by ITD, informing the public of the proposed construction project. The consultant will provide a weekly construction update to ITD to be placed in a regular news release. This update information shall be supplied to ITD representatives on the Wednesday prior to the news release for distribution into the appropriate newspapers and incorporation onto the ITD website.
2. Coordinate weekly with the Contractor's Traffic Control Manager concerning the public information program to inform motorists of construction impacts on their travel.
3. Respond and coordinate public inquiries and/or concerns with the contractor and the ITD for appropriate action. Maintain records of contacts and responses.

Task 3 - Project Inspection

There are distinct and independent areas of inspection and materials testing associated with this project as follows:

- Materials QC and acceptance sampling and testing and inspection when materials are installed into the work by the Construction Contractor.
- Materials verification sampling and testing and inspection to verify the results of the acceptance testing and inspection performed by the Contractor.
- Independent Assurance evaluations will be performed by ITD Materials Section.
- Dispute resolution sampling and testing.
- Acceptance of material by certification.

ITD will arrange any IA inspections that may be required with ITD.

This task includes all work necessary to monitor the Contractor's work in progress to verify the work is in substantial conformance with the Contract Documents. The ITD must approve all the inspectors working under this agreement before doing any work on this project. All inspectors will meet the requirements outlined in the Contract Administration Manual, Section 114. Inspectors shall be IQP (ITD) certified Inspectors with sufficient skills and experience to assist in administration of this construction project, from project start up, throughout the duration of the construction activities and through project closeout.

The Idaho Transportation Department (ITD) has entered into a Consent Decree with the United States Environmental Protection Agency regarding certain requirements for storm water management and pollution prevention at all ITD projects. There are certain mandatory terms and conditions of the Decree that will affect the construction activities for this project. The successful consultant will provide an Environmental Inspector who will be responsible for compliance with all environmental inspection items and requirements of the Consent Decree and the EPA NPDES Construction General Permit. The Consultant Environmental Inspector is required to be certified in accordance with this Consent Decree in the Environmental Inspector Training.

The Consultant shall provide construction inspection as needed to ensure a quality project. Senior inspectors shall be high school graduates (or GED equivalent) with a minimum of eight (8) years of experience in construction inspection. Inspectors shall be high school graduates (or GED equivalent) with at least three (3) years experience in construction inspection. Inspectors in charge of reviewing the contractor's traffic control shall be ATTSA certified. The Consultant shall:

1. Conduct on-site inspection of the Contractor's work in progress to determine if the work is in accordance with the Contract Documents. Prepare daily reports on ITD forms recording the Contractor's hours on the site, weather conditions, data relative to questions of change orders, field orders, or changed conditions, site visitors, daily activities, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Daily reports to be maintained in the project files.
2. Assist in enforcing the current ITD safety policy and the safety provisions of the contract. Take immediate action if warranted and report immediately to the ITD the occurrence of: safety deficiencies, incidences, hazardous environmental conditions, emergencies, or acts of God endangering personnel, work, property, or the environment.
3. Report to ITD whenever part of the Contractor's work in progress may not produce a completed project that conforms to the Contract Documents or may prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents.

4. Identify and recommend corrections for any omissions, substitutions, defects and deficiencies in the work of the Contractor.
5. Receive and review all certificates of inspections, tests, and approvals required by the Contract Documents.
6. Check measurements of pay quantities for accuracy, as requested by the ITD, and prepare required documentation for processing of payment to the Contractor.

The frequency and scope of inspections will vary with the work activity being performed; however, the Consultant shall perform inspection services in accordance with ITD's procedures, policies, directives, and industry-accepted standards.

Task 4 - Material Testing

This task includes all work to determine that the materials supplied and constructed by the Contractor meet the conditions set forth in the contract documents. All sampling and testing personnel working under this agreement must meet the requirements outlined in the Contract Administration Manual, section 114, for testing and sampling which they perform. All samplers and testers must be accepted by the ITD before performing any work on this project. All testing must be performed at a laboratory qualified through the ITD Laboratory Qualification Program. The Consultant shall provide oversight and coordinate the activities of the consultant staff which will include Sampler/Testers with the necessary WAQTC qualifications and skills to perform all associated tests. ITD will provide IA Inspectors and IA testing will be performed by ITD. Materials Verification Testing and inspection duties shall include, but not be limited to, Superpave asphalt pavement, concrete pavement, bridge rehabilitation, silica fume concrete treatment, CRABS, soils, aggregate, structural and non-structural concrete, conduit installation, incidental items and traffic control operations, and preparation of QC/QA data analysis and review. All work shall be performed in accordance with the project plans, special provisions, ITD Standard Specifications, ITD QA-SP, the ITD Quality Manual and other appropriate standards. The Consultant will provide all sampling equipment, disposable molds for casting concrete cylinders, sample cartons, sample bags, and other expendable type testing supplies. Superpave test trailers are provided on site by the Contractor. The Consultant shall:

1. Perform project on-site sampling and testing of component materials and completed work items to verify that the materials and workmanship incorporated in each project are in substantial conformity with the plans, specifications and contract provisions. The Consultant shall meet the minimum sampling frequencies and other provisions as contained in the contract documents, QA Special Provision, ITD Quality Manual, and as required due to project phasing, or other factors which could affect minimum testing frequencies.

2. Keep ITD informed about schedules for sampling and testing on each project and ensure that all documentation reports on sampling and testing are completed and submitted the same week the work is done or as otherwise directed.
3. Monitor the Contractor's Quality Control Plan pursuant to QC/QA Special Provisions. Insert the acceptance and verification testing results into the electronic QC/QA statistical analysis spreadsheet for aggregates and asphalt pavement pay items and forward this spreadsheet via email to the proper ITD representative.
4. Be responsible for transporting samples to be tested in the consultant's laboratory, asphalt test strip samples, etc. to ITD-HQ Materials.
5. The responsibility for control of concrete production is assigned to the Contractor. The Consultant shall provide daily monitoring of the Contractor's Quality Control activities at the project site and perform acceptance sampling and testing at the specified frequency.
6. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor. Make recommendations to the ITD for change orders before allowing any substitutes.
7. Compile and maintain in current status the Materials Summary Log and applicable QC/QA data entry in accordance with the ITD Policy (MAP's Program).

Task 5 - Project Closeout

This task involves acquiring and preparing the necessary project closeout documents, which shall include all supporting records. The Consultant shall:

1. Verify to ITD that all the necessary documents have been received for submission of contractor's affidavit of payment.
2. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment.
3. Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of ITD and the Contractor, to determine if the work is Substantially Complete. If there are no objections from ITD and the Consultant considers the work substantially complete, the Consultant shall deliver a certificate of substantial completion to ITD and the Contractor.

4. Participate in a final inspection, to include representatives from ITD, to determine if the completed work by the contractor is acceptable so that the Consultant may recommend, in writing, final payment to the Contractor. Accompanying the recommendation for final payment, the Consultant shall also provide a notice that the work is acceptable to the best of its knowledge, information and belief and based on the extent of the services provided under this agreement.
5. Prepare and furnish to ITD record plans showing appropriate record information based on project annotated documents received from the Contractor. Supply two (2) sets of red marked plans depicting all changes to the original contract to ITD.

Items to be provided by ITD:

1. Project Plans and Specifications
2. ITD Forms